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User's Guide for SearchMAESTRO.

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This user's guide was developed to provide end users with easy access to information. SearchMAESTRO users are not required to learn commands and procedures for numerous databases and online human help is provided in addition to help menus. One of the major benefits of this system is that users receive one bill and do not have to register with each vendor. Users also have unclassified access to DROLS.

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SearchMAESTRO (Menu-Aided Easy Searching Through Retrieval Options)

Unclassified

Unclassified

Unclassified

Unclassified

User's Guide

for

SearchMAESTRO



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Foreword

This user's guide has been compiled to assist users of SearchMAESTRO (Menu-Aided Easy Searching Through Relevant Options). SearchMAESTRO was developed to provide end users with easy access to information. SearchMAESTRO users are not required to learn commands and procedures for numerous databases. A major benefit of this system is that users receive one bill and do not have to register with each vendor. Users also have access to the unclassified portion of the Defense Research, Development, Test, and Evaluation Online System (DROLS) and can use menus to develop search strategies.

Although SearchMAESTRO is easy to use, this guide is provided to give users an overview of how the system operates. Review of the Table of Contents will provide the user with the capabilities described in this guide.

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SearchMAESTRO User's Guide

1 Introduction

SearchMAESTRO (Menu-Aided Easy Searching Through Relevant Options) is an information searching tool used in conjunction with over 850 online databases. It is designed to assist DTIC users search for online information without needing to know how to query a particular database and without having to open an account with each database vendor. **SearchMAESTRO** also provides experienced searchers greater flexibility in tailoring searches using Common Command Language (CCL). **SearchMAESTRO** makes the process of searching many databases appear as if you are searching one database because, no matter what the individual search requirements are, you search them all in the same easy way.

To register for **SearchMAESTRO**, you must be a DTIC user and have an NTIS (National Technical Information Service) Deposit Account for billing purposes. The Defense RDT&E Online System (DROLS) databases can be included only if you are also a registered DROLS user.

SearchMAESTRO has been developed through the efforts of the DTIC DoD Gateway Information System (DGIS) program and Telebase, Inc., Wayne, PA.

1.1 Accessing SearchMAESTRO

SearchMAESTRO can be accessed through the Defense Gateway Information System (DGIS), or directly through one of the commercial networks, Tymnet or Sprintnet.

1.2 Accessing SearchMAESTRO Through DGIS

To use **SearchMAESTRO** through DGIS, login to your DGIS account. You can proceed directly to **SearchMAESTRO** by typing the command **maestro**, or you can move through the DGIS menu hierarchy to reach **SearchMAESTRO**.

At the main DGIS menu, enter the number **2** and press **<RETURN>** to proceed to the communications menu.

WELCOME TO THE DoD GATEWAY INFORMATION SYSTEM (DGIS)

>>>>> INFORMATION TRANSFER MODULES

- * 1 directory DGIS Directory of Resources.
- 2 communicate Connect to Information resources and people
- 3 process Information product tailoring.

>>>>> INFORMATION UTILITIES

- 4 em Electronic Mail.
- 5 files File operations.

>>>>> SUPPORT INFORMATION

- 6 help Description of features.
- 7 users DGIS registered users.
- 8 info DGIS news and information.
- 9 utilities Misc utilities, change passed

DGIS HOTLINE NUMBER: (703) 274-7791
or send questions vis DGIS EM to 'dgis help'

Enter a menu number, a command, "b" to backup, "t" for top, or "e" to end:

* 2

At the communications menu, press **<RETURN>** since the asterisk is already highlighting the correct selection.

COMMUNICATIONS

DGIS will automatically connect you to a wide range of remote information systems and to other people online DGIS. For other information systems, you must have already registered with these systems and have provided DGIS your access passwords.

>>>>> ASSISTED SEARCHING

- * 1 assist Search Interfaces menu.

>>>>> NON-ASSISTED SEARCHING

- 2 connect Auto-login to remote systems
- 3 systems List of systems with auto access.
- 4 dial Unassisted dial into other systems.

>>>>> OTHER COMMUNICATIONS

- 5 people Communicate interactively with other DGIS users.
- 6 order Order documents, articles, etc..

Enter a menu number, a command, "b" to backup, "t" for top, or "e" to end:

.

At the Assisted Searching Menu, press **<RETURN>**. Remember, you can also type *maestro* at any menu prompt.

ASSISTED SEARCHING

DGIS will offer a number of interfaces to make searching of diverse databases easier at varying levels of search expertise. These interfaces are in various stages of development. The first is offered below.

- 1 maestro SearchMAESTRO - menu-driven searching.

Enter a menu number, a command, "b" to backup, "t" for top, or "e" to end:

To logoff *SearchMAESTRO* and return to DGIS, press

< ESC > then < CTRL > D.

1.3 Accessing SearchMAESTRO through Direct Dial

You can dial directly into the *SearchMAESTRO* system by going through Tymnet or Sprintnet from any location with a computer terminal or a PC with communications software and a modem.

1.3.1 Tymnet

Set-up communications software to dial your local TYMNET number.

Connect message given.

Type *a* (DO NOT press RETURN)

Message given to please log in.

Type *easynet07* press <RETURN>

Wait for ID? prompt.

Enter login id. press <RETURN>

Wait for PASSWORD? prompt.

Enter password. Press <RETURN>.

You are now on *SearchMAESTRO*.

1.3.2 Sprintnet

Set-up communications software to dial your local SPRINTNET number.

Connect message given.

Press <**RETURN**> twice.

@ sign given

Type **031412152931000** press <**RETURN**>.

Wait for ID? prompt.

Enter login id. press <**RETURN**>.

Wait for PASSWORD? prompt.

Enter password press <**RETURN**>.

You are now on **SearchMAESTRO**.

To Logoff SearchMAESTRO

To logoff **SearchMAESTRO** when you have dialed in through Tymnet or Sprintnet, type the letter **l** (lower case L). Disconnect as determined by your communications software.

2 Four Ways to Use SearchMAESTRO

2.1 "SearchMAESTRO chooses a database"

One way to use the system is to have *SearchMAESTRO* choose the database. This method was designed for the inexperienced user. It guides you through the search process by using a series of menus that prompt you for all of the information needed to carry out the search. *SearchMAESTRO* leads you to the appropriate database and performs the search.

The following example illustrates the use of *SearchMAESTRO* to follow a trail of menus to select an appropriate database for your search topic. Assume you are looking for information about DoD activities in the area of artificial intelligence.

The first menus you will see in *SearchMAESTRO* are shown below. Choose **3** to move to the Search Main Menu, and then choose **1** ("*SearchMAESTRO* chooses a database").

PRESS TO SELECT

- 1 See information about SearchMAESTRO
- 2 See SearchMAESTRO pricing
- 3 Start a search
- 4 Leave SearchMAESTRO
- H for Help, C for Commands

PRESS TO SELECT

- 1 SearchMAESTRO chooses a database Menu searching
- 2 SearchMAESTRO scans a group of databases Menu searching
- 3 Enter a database name Menu searching
- 4 Enter a database name Common Command searching
- 5 Instructions, Database directory
- 6 NEW! This Month: Database Updates
- H for Help, C for Commands

If you want to search any of the commercial databases, choose **1** (for Subjects) from the following menu and continue to select the appropriate categories from the series of menus that follow.

PRESS TO SELECT

- 1 Subjects
- ^ Government Research and Development
- H for Help, C for Commands

-> 1

See the section "DROLS and Other Government-Sponsored Databases" under topic 2.3, "Enter a database name" for information about the government research and development section.

PRESS TO SELECT

- 1 Business
- 2 Science & Technology
- 3 Medicine & Allied Health
- 4 Law, Patents, Trademarks
- 5 Social Sciences & Education
- 6 Arts, Literature, Religion
- 7 Entertainment & Travel
- 8 Persons
- 9 News
- H for Help, C for Commands

-> 2

PRESS TO SELECT

- 1 Agriculture & Food
- 2 Biology
- 3 Chemistry
- 4 Computers
- 5 Earth Sciences
- 6 Engineering & Technology
- 7 Energy
- 8 Mathematics
- 9 Physics
- H for Help, C for Commands

-> 4

PRESS TO SELECT

- 1 Computer products & applications
- 2 Computer science & technology
- 3 Telecommunications
- H for Help, C for Commands

-> 2

You have now used **SearchMAESTRO** to lead you to a group of databases relevant to your topic. To do a search in a single database, choose **1** (for Search a database).

PRESS TO SELECT

- 1 Search a database
- 2 Scan group of databases
- H for Help, C for Commands

-> 1

At this point, you can choose the type of publication that best meets your needs. In this example, selecting **1** (for "Research journals") will give you the COMPENDEX PLUS database.

PRESS	TO SELECT
1	Research journals
2	Popular magazines
3	Trade magazines
4	Newsletters on computers & electronics
5	Books on computers
H	for Help, C for Commands

-> 1

Database selected: COMPENDEX PLUS (abstract, reprints available)
Press <RETURN> to continue....

Searching by different types of information, called field searching, is available in this particular database, so you will see a menu of all the fields. Choose **1** to enter the subject matter search terms associated with your topic. If you are not sure how to enter terms in a particular field, enter **h** for help.

COMPENDEX PLUS	
PRESS	TO SELECT
1	by subject words
2	by CAL code
3	by author name
4	by journal name
5	by publication year
6	by language
7	by article type
H	for Help, C for Commands

Total charge thus far: \$2.00

-> 1

If field searching is not available in a database, you will not see this menu and searching will automatically be by subject only.

In this example, use 3 related terms for artificial intelligence and 2 for DoD. Note the parentheses around the related terms and the use of the wild card (the slash / character) for system or systems. If you make a typing error, you will have a chance to enter the terms again.

Type H for more help and examples.

ENTER SUBJECT WORDS

-> (ai or artificial intelligence or expert system/) and (defense or dod)

Is:

(AI OR ARTIFICIAL INTELLIGENCE OR EXPERT SYSTEM/) AND (DEFENSE OR DOD)

Correct? (Yes/No) -> y

At this point, you could define your search further by adding another field, such as publication year. You cannot select the subject field again; this will overwrite your prior subject term entry.

Choose **2** when you are ready to do the search. You will see status messages as **SearchMAESTRO** conducts the search.

PRESS TO SELECT

- 1 Narrow your search (add more fields)
- 2 Begin your search now
- H for help, C for commands

-> 2

We have no reason to believe that errors exist in the data or services furnished. If there are any such errors the parties hereto have no liability for any consequential, incidental or punitive damages. No warranty, either expressed or implied, including but not limited to those of merchantability or fitness for a particular purpose are made. Any liability is limited to the amount paid by the customer to Telebase.

System is now searching Compendex Plus, copyrighted 1991 by Engineering Information, Inc., New York, NY and available through Dialog Information Services, Inc.

Accessing network	Completed.
Accessing Database Host	Completed.
Logging on	Completed.
Logging on (second step)	Completed.
Selecting Database	Completed.
Submitting Search	Completed.

There are 96 Item(s) which satisfy your search phrase.

We will show you the most recent 10

You may wish to PRINT or CAPTURE this data if possible.

The 10 most recent citations will be displayed on your terminal. If you are printing or capturing the information, you may not want to pause and press **<RETURN>** between each citation. Press **^t** and the display will be continuous.

Heading # 1 Searched: 01-30-1991 08:05
^S/^Q: stop/start; ^T: Paging OFF; ^C/(esc): Interrupt (^ = CTRL/CONTROL key)

02991011 E.I. Monthly No: EI9012144508
Title: Neural networks for automatic target recognition.
Author: Roth, Michael W.
Source: Johns Hopkins APL Technical Digest (Applied Physics Laboratory) v
11 n 1-2 Jan-Jun 1990 p 117-120
Publication Year: 1990
CODEN: JHADDQ ISSN: 0270-5214
Language: English

Press (return) to continue...->

Heading # 10

82874967 E.I. Monthly No: EIM9003-010509
Title: Prolog based "expert" "system" for the allocation of quality assurance program resources.
Author: Crawford, Kyle A.; Eyada, Osama K.
Corporate Source: Wolf Creek Nuclear Operating Corp, Wichita, KS, USA
Conference Title: Proceedings of the 11th Annual Conference on Computers and Industrial Engineering
Conference Location: Orlando, FL, USA Conference Date: 1989 Mar 15-17
E.I. Conference No.: 12784
Source: Computers & Industrial Engineering v 17 n 1-4 1989. p 298-302
Publication Year: 1989
CODEN: CINDDL ISSN: 0360-8352
Language: English

Press (return) to continue...->

When the display is finished, you will see a menu providing you with further options concerning the search.

PRESS TO SELECT

- 1 Review results again
- 2 See abstracts
- 3 Order reprints
- 4 See additional headings
- 5 Start a new search
- 6 Leave System

-> 5

PRESS TO SELECT

- 1 Return to previous menu
- 2 Return to main menu

->

To review the results you were just given, select **1**. Enter one of the heading numbers already viewed. The display will start with this heading and end at the last result given at the previous display.

PRESS	TO SELECT
1	Review results again
2	See abstracts
3	Order reprints
4	See additional headings
5	Start a new search
6	Leave System

-> 1

At which heading number would you like to begin?

-> 8

If abstracts are available, the **See Abstracts** selection will be available on this menu. The system will prompt you for one or more heading numbers.

PRESS	TO SELECT
1	Review results again
2	See abstracts
3	Order reprints
4	See additional headings
5	Start a new search
6	Leave System

-> 2

The available Heading numbers currently range between 1 and 99.

Please enter the heading number of the abstracts you wish to see.

Separate each with a comma OR ranges by a dash. (e.g., 1,5,6 or 25-35)

-> 1

Retrieving 1 abstracts will cost: \$1.75

Do you wish to continue (Yes/No) -> y

To order reprints, select **3**. Select the desired delivery service. You will be prompted for ONE heading number. Enter only one heading number; it will be displayed so you can verify that this is the correct heading.

PRESS	TO SELECT
1	Review results again
2	See abstracts
3	Order reprints
4	See additional headings
5	Start a new search
6	Leave System

-> 3

PRESS TO SELECT

1 **NORMAL SERVICE:** Reprints will be delivered within three weeks. If a reprint cannot be filled within this period then you will be notified by mail.

2 **EXPRESS SERVICE:** Reprints will be delivered within one week via Federal Express. If a reprint cannot be filled within this period then you will be notified by phone. (Cannot use P.O. Box numbers)

Some reprints cannot be delivered at the standard fee. Reprints that fall into this category include books, conference proceedings, some foreign journals, some reports from NTIS, dissertations, and other hard to locate items.

If a reprint cannot be delivered at the standard fee, you will be notified by the supplier; in most cases the document can be supplied at a higher fee.

-> 1

Enter the **HEADING** number of the article which you would like delivered.
Enter only one article at a time, enter "B" to stop ordering.

-> 1

You will be provided five lines to enter the mailing address. You will be also be prompted for your day-time phone number. You will be given the opportunity to modify the address and phone number. Please retain the control number provided by the system. You will be given a prompt to order another heading. You will not need to re-enter the address unless it is different.

Enter your name and mailing address below.
(up to five lines)

-> Agency Name
-> Office Symbol
-> Requester's Name
-> Street Address
-> City, State Zip Code

Your day-time phone number: -> 555-555-5555

Agency Name
Office Symbol
Requester's Name
Street Address
City, State Zip Code

phone number: 555-555-5555

Is this correct? (Yes/No/Backup): -> y
Your control number is: 37 - 362 - 1

Accessing delivery service Completed.
Ordering reprint Completed>

Enter the **HEADING** number of the article which you would like delivered.
Enter only one article at a time, enter "B" to stop ordering.

->

To see additional headings resulting from your search, select **4**. You will be prompted to enter the number of headings you would like to see. You must retrieve at least ten headings at one time (unless there are less than ten remaining).

```

PRESS  TO SELECT
  1    Review results again
  2    See abstracts
  3    Order reprints
  4    See additional headings
  5    Start a new search
  6    Leave System

```

-> 2

There are 14760 headings still available.
How many more headings would you like to see?
-> 10

2.2 "SearchMAESTRO scans a group of databases"

The scan feature on *SearchMAESTRO* is a two-step process that helps you choose the best databases for your search topic. First *SearchMAESTRO* searches two to four vendors to find the number of records on your topic in each vendor's database. You then use the results to select one or more databases to search.

To see the list of subject areas for which scan searching is available, enter **scan list** at the -> prompt.

You will see the list arranged into major categories.

SCAN CATEGORIES			(Page 1 of 3)
BUSINESS & INDUSTRY	BUSINESS & INDUSTRY cont'd	SCIENCE & TECHNOLOGY	
Accounting	Manufacturing	Aerospace	
Ag-food *	Marketing	Agriculture	
Banking	Mergers	Biology	
Company	Product	Chem-engn ****	
Construction	Property	Chemistry	
Economics	Pub-comm ***	Civil	
Energy-Industry	Retail	Computer	
FIRE **	Services	Earth-science	
Govt-defense	Tax	Electrical	
Insurance	Ticker	Energy-science	
Management	Wholesale	Materials	
		Mathematics	
		Mechanical	
		Metals	
		Optical	
		Physics	
		Telecom	
		Transportation	
* Ag-Food:	agriculture and food industry		
** FIRE:	finance, insurance and real estate		
*** Pub-Comm:	public utilities, communication and transportation		
**** Chem-Engn:	chemical engineering		
Press (return) to continue...->			

SCAN CATEGORIES		(Page 2 of 3)
MEDICINE	SOCIAL SCIENCES	ART, LIT., ENTERTAIN.
Medical (Includes Nursing, Pharmacology, Medical Research, Consumer Health)	Anthropology Archaeology Economics Education History	Art Dance Film Literature Music Library Theater TV-Radio
LAW, PATENTS, TRADENAMES	Psychology Public-Affairs Sociology	MISCELLANEOUS
Law Patent Tradenname	RELIGION, PHILOSOPHY	Biography General *
	Religion Philosophy	* general reference
Press (return) to continue...->		

SCAN CATEGORIES		(Page 3 of 3)
NEWS - BY U.S. STATE	NEWS - BY U.S. STATE	NEWS - BY U.S. STATE
Alaska Arizona California Colorado District-of-Columbia Florida Georgia Illinois	Kansas Kentucky Maryland Massachusetts Michigan Minnesota Missouri New-Jersey Indiana	New-York North-Carolina Ohio Pennsylvania South-Carolina Texas Virginia Washington
NEWS - U.S. NATIONAL National	NEWS - BUSINESS Bus-News	PEOPLE IN THE NEWS People
To start a scan, return to an -> prompt, then enter SCAN and the name of a category from this list.		
Press (return) to continue...->		

PRESS	TO SELECT
1	SearchMAESTRO chooses a database Menu searching
2	SearchMAESTRO scans a group of databases Menu searching
3	Enter a database name Menu searching
4	Enter a database name Common Command searching
5	Instructions, Database directory
6	NEW! This Month: Database Updates
H	for Help, C for Commands
-> 2	

Choose the name of the database category most relevant to your topic. In this example, it is **computer**. To start the database scan, enter **scan computer** at the -> prompt or Choose **2** (SearchMAESTRO scans a group of databases) and enter **computer** at the prompt. You may be given menus to narrow your search.

Please enter the scan category as you know it. (Type H for a list, or B to backup.)

-> computer

PRESS TO SELECT

- 1 Computer Products & Applications Scan
- 2 Computer Science & Technology Scan
- 3 Telecommunications Scan
- H for Help, C for Commands

-> 2

Enter your search topic.

TYPE H FOR MORE HELP AND EXAMPLES.

Enter a computer topic
(or type B to back up)

-> (ai or artificial intelligence or expert system/) and (defense or dod)

(AI OR ARTIFICIAL INTELLIGENCE OR EXPERT SYSTEM/) AND (DEFENSE OR DoD)
Correct ? (Yes/No) -> y

.....

While the search is in progress, you will see status messages like the ones for searching a single database.

The scan is now in progress. Your query is being submitted to a selected group of databases.

When the scan is completed, a results menu will display. This special menu will show you which of the databases contains information on your topic. To help you select the appropriate databases to search, the menu will indicate the format of items in each database and the main source of information, such as journals, books, or newspapers. You'll also be able to see database descriptions by typing H. Further assistance will be available from the results menu by typing 505 to access our online reference support facility.

Note that database searches conducted from the scan results menu incur normal search charges. The scan process may take a few minutes. The message "Scanning, please wait..." will repeat until the scan is completed.

Scanning, please wait...
 Scanning, please wait...
 Scanning, please wait...
 Scanning, please wait...
 Scanning, please wait...
 Scanning, please wait...
 Scanning, please wait...
 Scanning, please wait...

Scan completed
 Press return ->

When the search is completed, you will see a menu summarizing the number of records in each database. The first column shows the number to enter at the prompt if you want that item displayed. To search **Computer and Mathematics Search** which has 1 record on your topic, choose 2.

Computer Science & Technology scan results for: (AI OR ARTIFICIAL INTELLIGE...

PRESS TO SEARCH	Results	Format	Source Type
1 Books in Print	5	reference	books
2 Computer & Mathematics Search	1	reference	journals
3 Dissertation Abstracts Online	22	abstract	dissertations
4 NTIS	191	abstract	gov't reports
Buyer's Guide to Micro Software	8	abstract	multiple sources
5 *Compendex Plus	96	abstract	journals
6 Computer ASAP	473	full text	journals
7 Conference Papers Index	3	reference	conf. papers
8 Information Science Abstracts	34	abstract	journals
9 INSPEC (1983-to date)	112	abstract	journals
10 INSPEC (1969-1982)	1	abstract	journals

*Good choice for professional literature.

A ADDITIONAL CHOICES
 H Database descriptions
 M Main Menu
 SOS Online assistance

-> 2

The search, display, and order of results is the same as with "SearchMAESTRO chooses a Database".

When you have completed the search, you can select the same scan menu showing the number of records in each database and indicating those you have already searched.

2.3 "Enter a database name"

This feature also does the searching for you but gives you the added control of being able to specify the name of the particular database that you want the system to search. If you are unsure of the exact name of a database, you can use the **Database Directory**, a listing of all online databases that the system can access. You can also enter a database name you think is correct. A list of databases with similar names will be provided if the one you entered is incorrect.

Database Directory

The Database Directory contains information about almost all the databases available through **SearchMAESTRO**. The databases are organized into subject areas and grouped into major categories. To see the list of subject areas, enter **dir list** at any **->** prompt.

-> dir list

Welcome to the directory of databases!

There are 4 ways to access this directory: by DATABASE NAME, by ACCESSION NUMBER, by HOST, and by SUBJECTS CATEGORY. You may access the directory at almost any **"->"** prompt.

To see a directory listing of a particular database, enter DIR followed by the DATABASE NAME or ACCESSION NUMBER.

To see a list of databases accessed through a particular HOST, enter DIR followed by the host name. For example: DIR ORBIT.

Host names are:

BRS	NEWSNET	QUESTEL
DATASTAR	ORBIT	VUTEXT
DIALOG	PERGAMON	WILSON
G-CAM	PROFILE	

To see the databases in one of the CATEGORIES below, enter DIR followed by the category name. For example: DIR FILM (under ART, LIT., ENTERTAINMENT)

* Press ^C to stop the directory display and return to the previous menu *

Press (return) to continue...->

DATABASE DIRECTORY CATEGORIES (page 1 of 3)

ART, LIT., ENTERTAINMENT

Art
Book Reviews
Directories or Publishing
Film
Humanities
Literature
Music
Photography
Television Radio
Theater

BUSINESS & INDUSTRY

Accounting
Agriculture and Food
Corporate Information
Economics
Employment
Finance
Industry
Insurance
International Business
International Trade
Investment
Management
Marketing
Real Estate
Taxation

LAW, PATENTS

Law
Patents
Trademarks

MEDICINE

Medicine
Allied Health
Pharmacology

Press (return) to continue...->

Continue pressing **<RETURN>** to view the database directory categories. Choose the name of the subject area most relevant to your topic. In this example it is **computers**. To see an alphabetical listing of all these databases, enter **dir computers** at the -> prompt.

-> dir computers

One of the databases in the **computers** list is the **Applied Networks Report**. The first line of information about the database shows its name and corresponding number code. You can use either one to identify the database.

COMPUTER SCIENCE AND COMPUTERS

2653 APPLIED NETWORKS REPORT

Provides the most recent research and in-depth analysis of trends in networking technologies and applications that are most useful for real business solutions.

Format:	full text
Field Searching:	unavailable
Time Span:	from 1989 to present
Updating:	monthly
Reprints:	unavailable
Host:	NewsNet, Inc.

This is the first database in this category.
Press (return) to continue or B to back up ->

The **Database Directory** is also available in hard copy format. For copies contact:

Defense Technical Information Center
ATTN: DTIC-BLN
Cameron Station
Alexandria, Virginia 22304-6145

(703) 274-7791 or DSN 284-7791

You can also use the **Database Directory** to search a particular database that is listed in the directory.

Select **3** from the Main Menu and then enter either the database name or its number code. If you are unsure of the exact name, enter the name you believe is correct and a list will be provided if it is incorrect. In this example, you can use *nasa software directory* or *1953*.

PRESS	TO SELECT
1	SearchMAESTRO chooses a database Menu searching
2	SearchMAESTRO scans a group of databases Menu searching
3	Enter a database name Menu searching
4	Enter a database name Common Command searching
5	Instructions, Database directory
6	NEW! This Month: Database Updates
H	for Help, C for Commands
-> 3	
Please enter the database name as you know it. (use B to back up)	
-> nasa software directory	

SearchMAESTRO first checks that you entered a valid database name and then prompts you to enter your search. The search, display, and order of results are exactly the same as with "**SearchMAESTRO chooses a database**".

Searching....
TYPE H FOR SEARCH GUIDE LINES AND EXAMPLES.
Enter your subject terms.
-> ai or artificial intelligence or expert system/
Is:
AI OR ARTIFICIAL INTELLIGENCE on EXPERT SYSTEM/
Correct ? (Yes/No) -> y

DROLS and Other Government-Sponsored Databases

In addition to the available commercial databases, **SearchMAESTRO** also provides access to the DROLS databases and several other government-sponsored databases. Except for NTIS and Federal Research in Progress, they are not in the **Database Directory** or searchable through "Enter a database name".

To reach the menu of government databases, select "**SearchMAESTRO chooses a database**", and then choose **2** (for "Government Research and Development"). You will receive a list of the available government databases.

PRESS	TO SELECT
1	SearchMAESTRO chooses a database Menu searching
2	SearchMAESTRO scans a group of databases Menu searching
3	Enter a database name Menu searching
4	Enter a database name Common Command searching
5	Instructions, Database directory
6	NEW! This Month: Database Updates
H	for Help, C for Commands
-> 1	

PRESS	TO SELECT
1	Subjects
2	Government Research and Development
H	for Help, C for Commands
-> 2	

PRESS	TO SELECT
1	Aerospace Database
2	DROLS Technical Reports Database (requires DROLS Password)
3	DROLS Work Units Database (requires DROLS password)
4	Department of Energy (DOE) Database
5	Federal Research in Progress
6	National Technical Information Service (NTIS)
7	Government Research and Development Scan (requires DROLS password)
H	for Help, C for Commands
->	

After selecting a database from this menu, you will see another menu with the fields (different types of information) which are searchable. Some fields may lead you to additional sub-menus. Follow the menus until you have entered your complete search.

Except for the DROLS databases, the search process is exactly the same as with the commercial databases. Option 7 scans all the government databases on the list. However, you can only use it if you are a registered DROLS user.

To search the two DROLS databases (options 2 and 3) you must also be a registered DROLS user. After you enter your search, *SearchMAESTRO* will prompt you for your DROLS sign-on code, password/NTIS deposit account number, and terminal ID. When *SearchMAESTRO* has used your DROLS account information to access the selected DROLS database, the rest of the process is the same as with the commercial databases.

2.4 "Common Command Language"

Common Command Language (CCL) provides *SearchMAESTRO* users with greater flexibility in tailoring search strategies. It is a command-driven system, based on international standards (ISO, 2nd draft proposal DP 8777), that provides more interaction with specific databases.

The following provides general instructions for using the *SearchMAESTRO* CCL.

Choose 4 (for "Enter a database name....Common Command Language). Enter either the database name or the number code. In this example, you can use NTIS or 1567 to search the National Technical Information Service.

PRESS	TO SELECT
1	SearchMAESTRO chooses a database Menu searching
2	SearchMAESTRO scans a group of databases Menu searching
3	Enter a database name Menu searching
4	Enter a database name Common Command searching
5	Instructions, Database directory
6	NEW! This Month: Database Updates
H	for Help, C for Commands

-> 4

Please enter the database name as you know it.
(Use B to back up.)

-> ntis

Searching

National Technical Information Service (NTIS) is copyrighted 1991 by NTIS, Springfield, VA, and is available through Dialog Information Services, Inc.

Relative cost per minute : **
Relative cost per largest SHOW format : *

	Cost per minute		Cost per largest SHOW format
*	0.42 to 1.05	*	0.00 to 0.26
**	1.06 to 1.58	**	0.27 to 0.79
***	1.59 to 2.10	***	0.80 to 3.68
****	2.11 to 3.15	****	3.69 to 26.25

Costs are database specific.

The following series of menus are provided to assist you in using Common Command Language and the information will differ with each database. Selection 1 provides a brief overview of CCL.

Enter *info* or *h* to get a help menu.

PRESS TO SELECT

- 1 Introduction to Common Command Language
- 2 List of INFO topics
- 3 FIELDS in National Technical Information Service (NTIS)
- 4 SHOW formats for National Technical Information Service (NTIS)
- 5 Description of National Technical Information Service (NTIS)
- B Backup to command prompt

Enter info or h to get a help menu.

-> 2

Select 2 from the help menu for a list of information topics for the selected database. The items with an asterisk are treated differently for each database host. It is recommended you read the help and examples for these topics if you are not familiar with the host.

HELP WITH DIALOG SEARCHING

INFO followed by any of the topics listed below, provides help and examples for the selected topic.

COMMANDS OTHER TOPICS

BASE	*LIST	*AND	*OR
COMMANDS	*MORE	*Basic-index	*Parentheses
DELETE	PHOTO	*Booleans	*Proximity
*FIELDS	*REVIEW	*Command-stacking	*Punctuation
*FIND	SHOW	*Host	*Ranging
FORMATS	STOP	*NOT	*Stop-words
INFO	TOTAL	*Operators	*Truncation

For example: INFO FORMATS will provide help on using the FORMATS command.

*These items are treated differently for each host. It is recommended that you read the help and examples for these topics.

Press (return) to continue...->

Select 3 from the help menu for a list of the fields you can use when searching the selected database. Enter a **field number** for additional help or press <RETURN> to return to the help menu.

Field	Prefix	Suffix	Description and example	Page 1 of 1
1AU	author (AU=JONA-LASINIO, G?)	
2CS	corporate source (CS=AKADEMIYA II NAUK)	
3DT	document type (DT=PATENT)	
4PY	publication year (PY=1987)	
5RN	identification number (RN=RAC-CR-2)	
6SH	section heading (SH=97K)	
7SP	sponsoring organization (SP=NATIONAL II SCIENCE II FOUNDATION)	
8AB	abstract (SLUDGE II APPLICATION II SYSTEMS/AB)	
9DE	descriptor (REMOTE II SENSING/DE)	
18ID	identifier (IMMOBILIZED II ENZYMES/ID)	
11SH	section heading (ENERGY(?)FUELS/SH)	
12TI	title (X II RAY II CRYSTALLOGRAPHY/TI)	

Enter field number for help, (return) to backup: ->

Select 4 from the help menu for a list of show formats for the selected database

PRESS TO SELECT	
1	Introduction to Common Command Language
2	List of INFO topics
3	FIELDS in National Technical Information Service (NTIS)
4	SHOW formats for National Technical Information Service (NTIS)
5	Description of National Technical Information Service (NTIS)
B	Backup to command prompt

->4

Available SHOW formats:	
format 1:	Title and Indexing
format 2:	Bibliographic citation
format 3:	Bibliographic citation and abstract
format 4:	Full record

Press (return) to continue...->

3 Getting Help

Registration	Defense Technical Information Center	
	Registration Branch	(703) 274-7709
		DSN 284-7709
End User Support	Defense Technical Information Center	
	Network Services Branch	(703) 274-7791
		DSN 284-7791
Telecommunications		
Problems	Telebase Customer Service	1 (800) 220-7616

3.1 On-line Help Menus

Help menus are readily available. Most menus have a help option that can provide you with detailed information about the other options on the menu.

3.2 SOS

SOS is readily available when you need online human assistance. This command initiates a conversation with the MAESTRO support staff, and your terminal screen becomes the background for a written dialogue used to communicate your problem. To use it, type **sos** at any prompt. You will see the following menu.

PRESS	TO SELECT
1	General SOS
M	Main Menu
H	Help
->	

The General **SOS** staff are search experts at Telebase, Inc. with extensive knowledge of the **SearchMAESTRO** system and the over 850 available databases. If the General **SOS** is not available, you can send a message at the prompt provided. The Telebase staff will respond by phone or letter.

4 Basic Commands

Although most of the time you will be moving around in *SearchMAESTRO* by entering a number corresponding to a menu option, there are also several different types of commands that can be entered (in either upper case or lower case) at almost any menu prompt.

Move around in menus

m	return to main menu
b	backup one menu
l	logout from Sprintnet or Tymnet access
<ESC><CTRL>d	logout from DGIS access

Help (see sections "Help" and "SOS")

h	help on current menu or prompt
sos	online human assistance

Scan searching (see section "An Example Using SearchMAESTRO scans a group of databases")

scan list	list of scan names
scan name	begin specified scan

Database Directory (see section "Directory of Databases")

dir list	list of database categories
dir name	list of databases within specified category

Search results display

/print	continuous display
/crt	prompts for <RETURN> every 22 lines (default)
/video	same as /crt, clears screen between returns
/vt100	same as /video for vt100 terminals
^s	stop display
^q	resume display
^c	stop display and return to prompt
^t	scrolls text

(* / is slash character; ^ ^ represents the control key)

5 Developing A Search Strategy

To effectively use *SearchMAESTRO*, you need to learn a little about database searching. *SearchMAESTRO* will guide you through much of your search, but success depends upon the thinking you have done in advance. In most databases, you get a menu of options that will help you zero in on your topic. At some point, however, you type in information that specifically identifies your topic. To type in your search, you need to know just what you are interested in finding out and how to ask the computer to look for it.

Know the Question

The way to get information from *SearchMAESTRO* is very much like getting information from a printed source. First, you must define the question. Knowing just what you want is important. Clearly define the question BEFORE searching. Use your reference interview skills and your intuition.

Search Strategy

Once you have identified the question, you will need to set up your words in a pattern that *SearchMAESTRO* can understand. Essentially, online searching is asking the computer to look for the occurrence of words or word groups. You type in key words, connected by simple searching terms, and the computer looks through all the records in the file to see where the words you requested appear.

Good searching is finding the right balance between asking for too many specific terms and asking for too few to identify what you want. If you use too many terms to specify what you are interested in (and link them all with ANDs), you run the risk of finding nothing, even though there may be information there. If you use too few terms, you are likely to pull up too much information, or worse yet, unrelated information. Your search strategy is limited to 240 characters. Menu selections are also available to narrow the search.

Knowing what words to ask the computer to look for is the key to using *SearchMAESTRO*. Just as the query, **I want information on Africa** brings many possible printed sources to mind, imagine how many times the computer might find the key word **Africa** on its own, without qualifiers in a given database. Identify all the vital terms that describe your question. For example, **I want to find information on how Reagan dealt with issues related to the famine in Ethiopia when he was president** narrows this question significantly. The key terms are now **Reagan** and **famine** and **Ethiopia**.

Connect Subjects with AND

To let *SearchMAESTRO* know that you want to find articles with all the terms you have selected, join the terms with AND:

Term 1 AND Term 2

SearchMAESTRO will retrieve articles that include both words. Using the previous example, at the **SearchMAESTRO** prompt you could type in:

- > REAGAN AND FAMINE AND ETHIOPIA

Connect Synonyms with OR

However, If you were to do this search, you would miss articles that referred to REAGAN and DROUGHT in AFRICA. You can use another OR to include synonyms.

Think of all the synonyms that can be used to describe your subject. Synonyms play a large part in retrieving good results. Pay special attention to correct spellings. Foreign spellings are important to remember. You will need to know both the acronym and the full name of abbreviated items.

Term 1 OR Term 2

SearchMAESTRO will retrieve all the articles that contain at least one of these terms. The previous example could benefit from the use of OR by including **drought** and **hunger** in the search statement. You may want to widen the geographic area as well. Using synonyms and other qualifiers ensures that you retrieve articles that use different words to say the same thing.

It is necessary to put parentheses around groups of synonyms that are connected by OR if you are going to combine the synonyms with another concept by using AND. Thus our search phrase now looks like this:

- > REAGAN AND (FAMINE OR HUNGER OR DROUGHT) AND (ETHIOPIA OR AFRICA)

Truncation Picks up Plural Endings or Different Forms of a Word

Use a slash mark / as a wild card at the end of the root of a word to indicate that you want the computer to retrieve all possible word endings. If you want the computer to pick up the word AFRICA as well as the words AFRICAN and AFRICANS, use AFRICA/ to get both endings. Now, our search phrase, in its final form, looks like this:

- > REAGAN AND (FAMINE OR HUNG/ OR DROUGHT/) AND (ETHIOPIA OR AFRICA/)

Using the slash to truncate words is very important. Without the slash the computer will only look for the exact form of the word as you typed it and ignore the plural or the past tense. But be careful. If you use the slash after a short word, like CAT/, for example, you will not only retrieve CAT and CATS, but also CATALYZE, CATATONIC, CATAPULT... and that would be a catastrophe! In such instances, it would be better to simply ask for the two variations that you want: cat or cats.

Write Down Your Search Strategy

Have the strategy laid out before you go online. Write down the concepts, connected by AND, and the synonyms, grouped in parentheses connected by OR. Check each term and decide if it is necessary to use truncation, then locate the right spot for the slash. Check the spelling of all names, places, technical terms, and foreign words. Being prepared before you go online will make using ***SearchMAESTRO*** even easier and more cost effective.

6 Downloading Results

Use one of the following procedures to download search results into a file. Start the procedure just before displaying a result. Everything displayed after issuing the download procedure will be captured in the designated file.

6.1 To DGIS

Press *ESC* and then *Control/A*

Enter a filename

Start display

To stop download; press *ESC* and then *Control/A*

6.2 To PC/Mainframe

Procedures depend on your software requirements. Review your communications software documentation or seek assistance from your in-house computer specialists.

7 Summary

SearchMAESTRO offers a wide variety of both commercial and government-sponsored databases covering many diverse subject areas.

If you are an inexperienced searcher, "**SearchMAESTRO** chooses a database," "**SearchMAESTRO** scans a group of databases," and the **Database Directory** will be valuable tools for learning about the databases in your particular field of interest. The online help for developing your search topic, as well as the human assistance available through **SOS**, will provide guidance in learning how to formulate your search questions.

As you become more experienced in doing searches in a particular subject area, you will probably use "Enter database name" and go directly to a specified database. The scan feature is very valuable for providing statistics on the amount of information on a topic can be found in a group of databases.

SearchMAESTRO is an evolving system, and you can expect new databases and new features in the future.

